



### ActiveParent Instructions

All families must create an ActiveParent account when enrolling students. This same account will be used for all students in that family and can be accessed each year to complete required registration updates. You can also access your account throughout the year to check on grades, attendance and discipline information.

To access ActiveParent, go to [www.tupeloschools.com](http://www.tupeloschools.com) Click on the blue ActiveParent tab on the top right side of Tupelo page.

Upon your first enrollment, you will be given a code and instructions by our office staff to create your account. Please keep your username and password in a safe place so you will be able to access your account as needed. If you forget your username, please call our office and we will help to retrieve that information. You can click "forgot password" and a password will be sent to the email address you used to create the account.

To track grades, attendance and discipline throughout the year, login in to your ActiveParent Account, choose a student in the dropdown box. Click on one of the following menu items: News, Demographics, Contact Info, Schedule and Grades, Attendance or Discipline. Demographics and Contact Info should only be changed once a year at registration. If you need to update info, during the year, please call the school.

If you have any questions or need help with your account, please call our office and we will be glad to assist you. 662-841-8900